

OF

ODP-81-862
7 July 1981

MEMORANDUM FOR: A&CD GTR Control Officer

FROM:

C/ODP/B&F

SUBJECT: Accounting for GTR's

REFERENCE: OFN No. 1-81

1. The following information for the period 1 April - 30 June 1981 is submitted in accordance with the reference:

GTR's on hand 1 April 1981	12
GTR's received during period	<u>50</u>
Subtotal	62
LESS: GTR's issued during period	41
GTR's voided & returned to A&CD	<u>1</u>
GTR's on hand 1 July 1981	20

2. All 41 GTR's issued during this period were used for R/T travel from Washington to Los Angeles. Savings were approximately \$600 per trip for a total savings of \$24,600.

3. Attached are copies of the ODP GTR Issue Control Record supporting GTR's issued for the period 21 May (last report) thru 30 June 1981. This covers GTR's No. K-0,314,087 thru K-0,314,116. I certify that the GTR's shown on the attached list were issued to the travellers indicated for official purposes and that the appropriate entries to the Agency accounting system have been made.

COPIES OF THE ATTACHED RECORDS ARE BEING FORWARDED TO THE A&CD OFFICE.

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